

**PROTOTYPE
CIVIL RIGHTS**

COMPLAINT FORM - VERBAL COMPLAINTS

1. Complainant:

Name: _____

Address: _____

Telephone Number: _____
(or other means of contacting the complainant)

2. Recipient delivering service or benefit:

Name: _____

Location: _____

3. Cause of complaint:

Describe the nature of the incident for action that led the complainant to feel discrimination was a factor, and an example of the method of administration which is having a disparate effect on the public, potential participants, or participants:

4. Basis on which the complainant feels discrimination exists (race, color, national origin, age, sex, or disability).

5. Persons who may have knowledge of the discriminatory action:

Name: _____

Title: _____

Business Address: _____

6. Dates the alleged discriminatory actions occurred, or if continuing, the durations of such actions:
